



CITY OF HOUSTON

Job Posting

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Applications accepted from:ALL PERSONS INTERESTED

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Job ClassificationContract Administrator

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Posting NumberPN# 103094

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DepartmentHouston Airport System

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DivisionBush Intercontinental Airport

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SectionFacilities

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Reporting Location2800 N. Terminal Road*

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Workdays & HoursVaried, normally M-F. *

*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under the direction of the Superintendent ensures warranty requirements of contracts are met by department personnel, and coordinates training of personnel and service maintenance contractors on all construction equipment. Acts as liaison between the inspectors and administrative staff. Sets metrics and maintains accurate records for tracking equipment purchases and training. Provides technical specifications to City departments on contract and bid process for new equipment and maintenance contracts. Meets with vendors, customers and representatives to resolve problems. Interprets documents and advises other personnel regarding contractual issues. Reviews, analyzes and verifies invoices for contract verification..

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WORKING CONDITIONS

Performing these duties will involve: attending to details amid distractions, dealing with people in tense situations, using computer and other office equipment, speaking clearly and effectively, making quantitative computations and getting people to cooperate. Operate city vehicles and be able to lift up to twenty (20) pounds; sit, stand and walk for extended periods of time. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

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MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business Administration, Public Administration, Government or closely related field.

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MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of contract compliance experience required.

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MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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PREFERENCES

Aviation Industry experience preferred. Knowledge of complex and detailed technical contract language, policies and procedures. Ability to communicate effectively with a diversity of personnel. Knowledge of statistical analyses and Microsoft Office with strong expertise in Excel Spreadsheet and Access Database.

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SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

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SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 22

\$1,516.00 - \$1,755.00 Biweekly

\$39,416.00 - \$45,630.00 Annually

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OPENING DATE

FEBRUARY 23, 2005

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CLOSING DATE

MARCH 8, 2005

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APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/759-0838. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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